

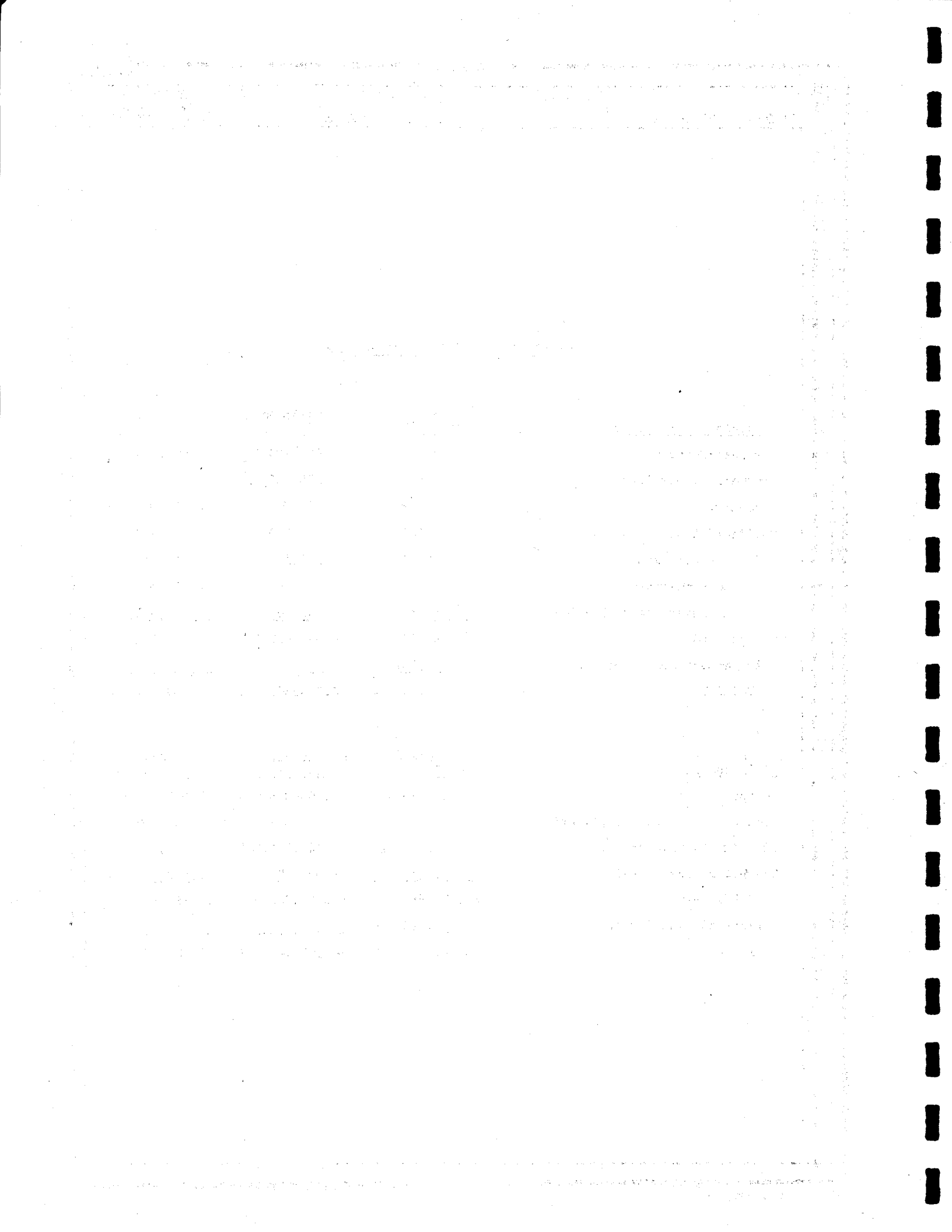
**Working
Capital
Funds**

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL		ALL	618-675-658-610 JA-JB-JC-JE

WORKING CAPITAL FUND SUMMARY PAGE

<u>Account Classification</u>	<u>Actual 1976</u>	<u>Budget 1977</u>	<u>Budget 1978</u>
Personal Services	\$ 828,634	\$ 978,998	\$1,098,457
Contractual Services	669,513	855,246	937,322
Commodities	1,269,959	1,227,814	1,352,990
Capital Outlay	514,485	893,916	923,702
Add: Depreciation	515,891	580,146	713,380
Contingency			236,970
Administrative Charges	<u>31,462</u>	<u>31,462</u>	<u>31,462</u>
Sub-Total	\$3,829,944	\$4,567,582	\$5,294,283
Reimbursed Expenditures	<u>(210)</u>		
TOTAL	\$3,829,734	\$4,567,582	\$5,294,283

<u>Division</u>	<u>Actual 1976</u>	<u>Budget 1977</u>	<u>Budget 1978</u>
Equipment Fund	\$1,532,600	\$1,666,089	\$2,011,667
Stationery Stores & Duplicating	606,338	653,397	752,163
Official Motor Pool	814,079	1,149,944	1,231,989
Central Data Processing	<u>876,927</u>	<u>1,098,152</u>	<u>1,298,464</u>
Sub-Total	\$3,829,944	\$4,567,582	\$5,294,283
Reimbursed Expenditures	<u>(210)</u>		
TOTAL	\$3,829,734	\$4,567,582	\$5,294,283



FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	PUBLIC WORKS	EQUIPMENT FUND	618-76-265-50000 JAKU500

EQUIPMENT MOTOR POOL SUMMARY PAGE

<u>EXPENDITURES</u>	<u>Actual 1976</u>	<u>Budget 1977</u>	<u>Budget 1978</u>
Personal Services	\$ 258,705	\$ 297,399	\$ 352,735
Contractual Services	149,508	146,030	158,757
Commodities	397,154	341,663	402,650
Capital Outlay	<u>220,936</u>	<u>301,416</u>	<u>418,115</u>
Sub-Total	\$1,026,303	\$1,086,508	\$1,332,257
Add: Administrative charges	17,735	17,735	17,735
Inventory Purchases	488,562	561,846	618,123
Equipment Reserve Fund			<u>43,552</u>
TOTAL EXPENDITURES	\$1,532,600	\$1,666,089	\$2,011,667

REVENUES

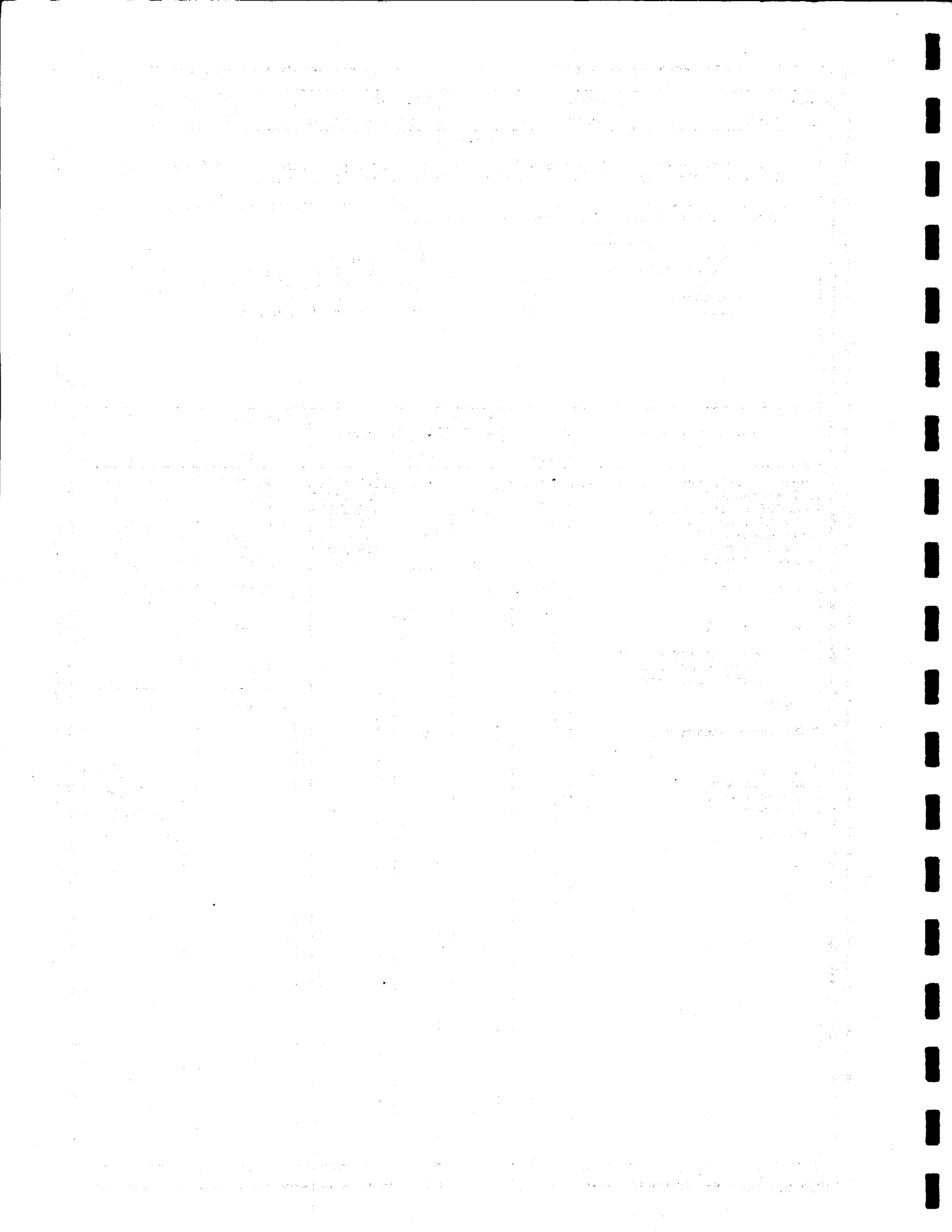
Unencumbered Cash Balance, January 1	\$ 284,997	\$ 260,119	\$ 182,301
Rental Revenue	1,079,637	1,096,416	1,243,633
Sale of Services and Supplies	20,747	21,000	25,000
Inventory Sales	405,091	465,855	535,733
Other Revenue	<u>2,247</u>	<u>5,000</u>	<u>25,000</u>
Total Revenue	\$1,507,722	\$1,588,271	\$1,829,366
Total Revenues and Cash Balance	\$1,792,719	\$1,848,390	\$2,011,667
Less: Expenditures	(\$1,532,600)	(\$1,666,089)	(\$2,011,667)
Unencumbered Cash Balance, December 31	\$ 260,119	\$ 182,301	\$ --

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	PUBLIC WORKS	EQUIPMENT FUND	618-76-265-50000 JAKU500
BUDGET COMMENTS			
<p>The 1978 Budget for this activity reflects an increase of \$345,578 over the 1977 figure.</p> <p>Personal Services have increased \$55,336 or \$18.6% due to normal merit increases, the salary improvement, and the addition of three Automotive Mechanic positions funded through additional rental revenue.</p> <p>Contractual Services have increased 8.7% primarily because of an increased budgeted allocation for outside repairs in Account 290. Account 295 contains \$15,000 for Central Data Processing charges.</p> <p>Commodities show a substantial increase due to inflationary pressures and the cost of instituting an improved preventive maintenance program with probable long-term cost effectiveness benefits. The additional costs appear primarily in the 360 account (up 15%), and also in the 370 account for repair parts (up 23%).</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$ 258,705	\$ 297,399	\$ 352,735
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$ 258,705	\$ 297,399	\$ 352,735
CONTRACTUAL SERVICES			
210 Utilities	\$ 633	\$	\$
220 Communications			
230 Transportation			
240 Advertising	25		
250 Insurance	1,296	1,000	1,000
260 Dues and Subscriptions	13	30	30
270 Professional Services			
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment	138,610	130,000	142,727
295 Other Contractual Services	8,931	15,000	15,000
TOTAL CONTRACTUAL SERVICES	\$ 149,508	146,030	158,757
COMMODITIES			
310 Office Supplies	\$ 2,468	\$ 2,200	\$ 2,200
320 Clothing and Linen	399	500	575
330 Food, Drugs & Chemicals	42		
340 Opr. Supplies - Buildings & Improvements	955	400	400
350 Repair Parts - Buildings & Improvements	1,318	400	400
360 Operating Supplies - Equipment	181,387	165,000	189,750
370 Repair Parts - Equipment	205,645	169,163	205,325
380 Operating Supplies - Construction	1,735		
390 Minor Apparatus and Tools	3,205	4,000	4,000
395 Other Commodities			
TOTAL COMMODITIES	\$ 397,154	\$ 341,663	\$ 402,650
CAPITAL OUTLAY			
410 Land	\$	\$	\$
420 Buildings			
430 Improvements Other Than Bldgs.			
440 Office Equipment			
450 Vehicular Equipment	110,813	200,944	278,744
460 Operating Equipment	110,123	100,472	139,371
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 220,936	\$ 301,416	\$ 418,115
SUB-TOTAL	\$1,026,303	\$1,086,508	\$1,332,257
Add: Administrative charges	\$ 17,735	\$ 17,735	\$ 17,735
Inventory purchases	488,562	561,846	618,123
Equipment Reserve Fund			43,552
GRAND TOTAL	\$1,532,600	\$1,666,089	\$2,011,667

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	PUBLIC WORKS	EQUIPMENT FUND	618-76-265-50000 JAKU500

WORK PROGRAM			
It is the responsibility of this division to purchase, repair, and maintain equipment for the various operating divisions of the Public Works Department.			
Personnel work in two shifts and thus provide continuous maintenance service. Equipment in the Fund in 1978 includes the following:			
Cars, Station Wagons	11	Loaders	12
Vans	26	Road Graders	9
Pick-ups Trucks	40	Misc. Motorized Equipment	193
Tractors	34	Misc. Non-Motorized Equipment	85
Cranes	3		
Trucks	108	Total Pieces of Equipment	521

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Equipment Maintenance Supervisor	1	1	1	1201-1598	\$ 18,092	\$ 19,178
Chief Mechanic	3	3	3	905-1201	40,819	41,204
Administrative Aide II	1	1	1	856-1135	12,856	13,627
Automotive Mechanic	12	12	15	809-1073	134,170	168,367
Store Keeper III	1	1	1	765-1014	11,479	12,168
Store Keeper II	2	2	2	723-958	16,102	18,248
Automotive Service Worker	6	6	6	579-765	47,112	50,787
Sub - Total	26	26	29		\$280,630	\$323,579
Add: Longevity					4,758	5,080
Amount charged from Street Maintenance					12,011	12,964
Shift Differential						11,112
TOTAL					\$297,399	\$352,735
Full-Time Equivalent	26	26	29			
First Quarter						\$ 93,983
Second Quarter						81,579
Third Quarter						94,679
Fourth Quarter						82,494
TOTAL						\$352,735



FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	STATIONERY STORES/ PRINTING/GRAPHICS	675-40-900 JBGG501/502/503

STATIONERY STORES, PRINTING AND GRAPHICS WORKING CAPITAL FUND

	<u>Actual 1976</u>	<u>Estimated 1977</u>	<u>Budget 1978</u>
Unencumbered Cash Balance, January 1	\$ 63,985	\$ 88,248	\$ 69,800
<u>Revenues</u>			
Total Sales and Clearing	\$433,183	\$451,899	\$446,115
Printing Services	185,371	170,000	159,197
Graphic Services	<u>12,047</u>	<u>13,050</u>	<u>14,681</u>
Sub-Total	\$630,601	\$634,949	\$619,993
Contingent Revenues	_____	_____	<u>62,370</u>
Total Revenue	\$630,061	\$634,949	\$682,363
Total Revenue and Cash Balance	\$694,586	\$723,197	\$752,163
<u>Expenditures</u>			
Stores and Clearing Operations	\$435,500	\$484,176	\$497,496
Printing Operations	159,199	156,171	177,616
Graphics Operations	<u>11,639</u>	<u>13,050</u>	<u>14,681</u>
Sub-Total	\$606,338	\$653,397	\$689,793
Contingent Operations	_____	_____	<u>62,370</u>
Total Expenditures	\$606,338	\$653,397	\$752,163
Unencumbered Cash Balance, December 31	\$ 88,248	\$ 69,800	\$ 0

FUND	DEPARTMENT	DIVISION	STATIONERY	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	STORES/PRINTING/GRAPHICS		675-40-900 JBGG501/502/503
BUDGET COMMENTS				
The adopted 1978 budget for the Stationery Stores, Printing, and Graphics working capital activities shows a \$ 98,766 increase, of which \$62,370 is contingent upon offsetting revenues.				
Personal Services have increased only \$802 (1.3 percent), due primarily to the deletion of the Varitypist position. For 1978 the Duplicating Shop Supervisor position has been reclassified to Print Shop Supervisor, and the two Duplicating Machine Operator positions have been reclassified to a Printing Press Operator I and a Printing Press Operator II.				
Contractual Services have decreased \$208.				
Commodities have increased \$35,802 (8.3 percent). Account 360 has increased \$25,200, due to both increased volume of in-house printing and higher cost of supplies. Account 385 has increased \$10,602, due to higher telephone rates, additional telephone equipment and increased photocopying expense.				
Capital Outlay budgeted for 1978 includes only inventory purchases (Account 480).				
ACCOUNT CLASSIFICATION		ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES				
110 Salaries & Wages		\$ 51,662	\$ 63,101	\$ 63,903
120 Employee Claims				
TOTAL PERSONAL SERVICES		\$ 51,662	\$ 63,101	\$ 63,903
CONTRACTUAL SERVICES				
210 Utilities		\$ 294	\$ 336	\$ 360
220 Communications			95	95
230 Transportation			15	15
240 Advertising				
250 Insurance				
260 Dues and Subscriptions				
270 Professional Services		38		
280 Maint. of Bldgs & Improvements		231		
290 Maintenance of Equipment		574	2,290	2,290
295 Other Contractual Services		1,620	232	
TOTAL CONTRACTUAL SERVICES		\$ 2,757	\$ 2,968	\$ 2,760
COMMODITIES				
310 Office Supplies		\$ 1,027	\$ 1,750	\$ 1,750
320 Clothing and Linen		189	365	365
330 Food, Drugs & Chemicals				
340 Opr. Supplies - Buildings & Improvements				
350 Repair Parts - Buildings & Improvements				
360 Operating Supplies - Equipment		130,067	114,800	140,000
370 Repair Parts - Equipment			300	300
385 Purchases for Clearing		293,974	314,398	325,000
390 Minor Apparatus and Tools			25	25
395 Other Commodities				
TOTAL COMMODITIES		\$425,257	\$431,638	\$467,440
CAPITAL OUTLAY				
410 Land		\$ 505	\$	\$
420 Buildings				
430 Improvements Other Than Bldgs.		10		
440 Office Equipment				
450 Vehicular Equipment				
460 Operating Equipment		120,569	150,000	150,000
480 Inventory Purchases				
TOTAL CAPITAL OUTLAY		\$121,084	\$150,000	\$150,000
SUB-TOTAL		\$600,760	\$647,707	\$684,103
500 Administrative charges		3,390	3,390	3,390
511 Other Capital Outlay - Depreciation		2,188	2,300	2,300
Contingent Operations				62,370
GRAND TOTAL		\$606,338	\$653,397	\$752,163

FUND	DEPARTMENT	DIVISION	STATIONERY	ACTIVITY NO.		
WORKING CAPITAL	ADMINISTRATION	STORES/PRINTING/GRAPHICS		675-40-900 JBGG501/502/503		
WORK PROGRAM						
<p>These services are administered by the Purchasing Division of the Department of Administration as financially self-sustaining operations. The goal of these activities is to promptly provide all departments with office supplies, printing services, mailroom service, photocopying and graphic design services at the most economical possible cost. These activities are also responsible for accurately billing individual divisions for appropriate telephone services and for photocopying machine usage, and for producing employee photo identification cards.</p> <p>In addition to the employees listed below, this budget funds one-half of an Administrative Aide II position and one Clerk II position listed in the Purchasing Division budget, and one Graphic Designer listed in the Metropolitan Area Planning Department budget.</p>						
POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Print Shop Supervisor	0	0	1	906-1202	\$	\$ 14,423
Duplicating Shop Supervisor	1	1	0		12,856	
Printing Press Operator II	0	0	1	724-958		10,412
Printing Press Operator I	0	0	1	685-906		8,560
Duplicating Machine Operator	2	2	0		16,559	
Varitypist	1	1	0		6,481	
Sub-Total	4	4	3		\$ 35,896	\$ 33,395
Add: Longevity					348	461
Amount Charged from:						
Purchasing Division (Stores)					13,807	15,366
Metropolitan Planning Dept. (Graphics)					13,050	14,681
TOTAL					\$ 63,101	\$ 63,903
Full-Time Equivalent	4	4	3			
First Quarter						\$ 17,039
Second Quarter						14,688
Third Quarter						17,191
Fourth Quarter						14,985
TOTAL						\$ 63,903

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	POLICE	OFFICIAL MOTOR POOL	658-72-480-50000 JCJP500

OFFICIAL MOTOR POOL SUMMARY PAGE

EXPENDITURES

Account Classification	Actual 1976	Budget 1977	Budget 1978
Personal Services	\$ 190,103	\$ 222,934	\$ 240,024
Contractual Services	31,704	76,260	66,945
Commodities	392,049	394,513	425,900
Capital Outlay	<u>164,745</u>	<u>429,900</u>	<u>355,587</u>
Sub - Total	778,601	1,123,607	1,088,456
Add: Administrative Charges	10,337	10,337	10,337
Equipment Improvement Fund	<u>-</u>	<u>-</u>	<u>72,957</u>
Total Motor Pool	788,938	1,133,944	1,171,750
Helicopter Parts	25,141	16,000	20,000
Reserve for Helicopter Equipment Purchase	<u>-</u>	<u>-</u>	<u>40,239</u>
Total Expenditure	\$ 814,079	\$1,149,944	\$1,231,989

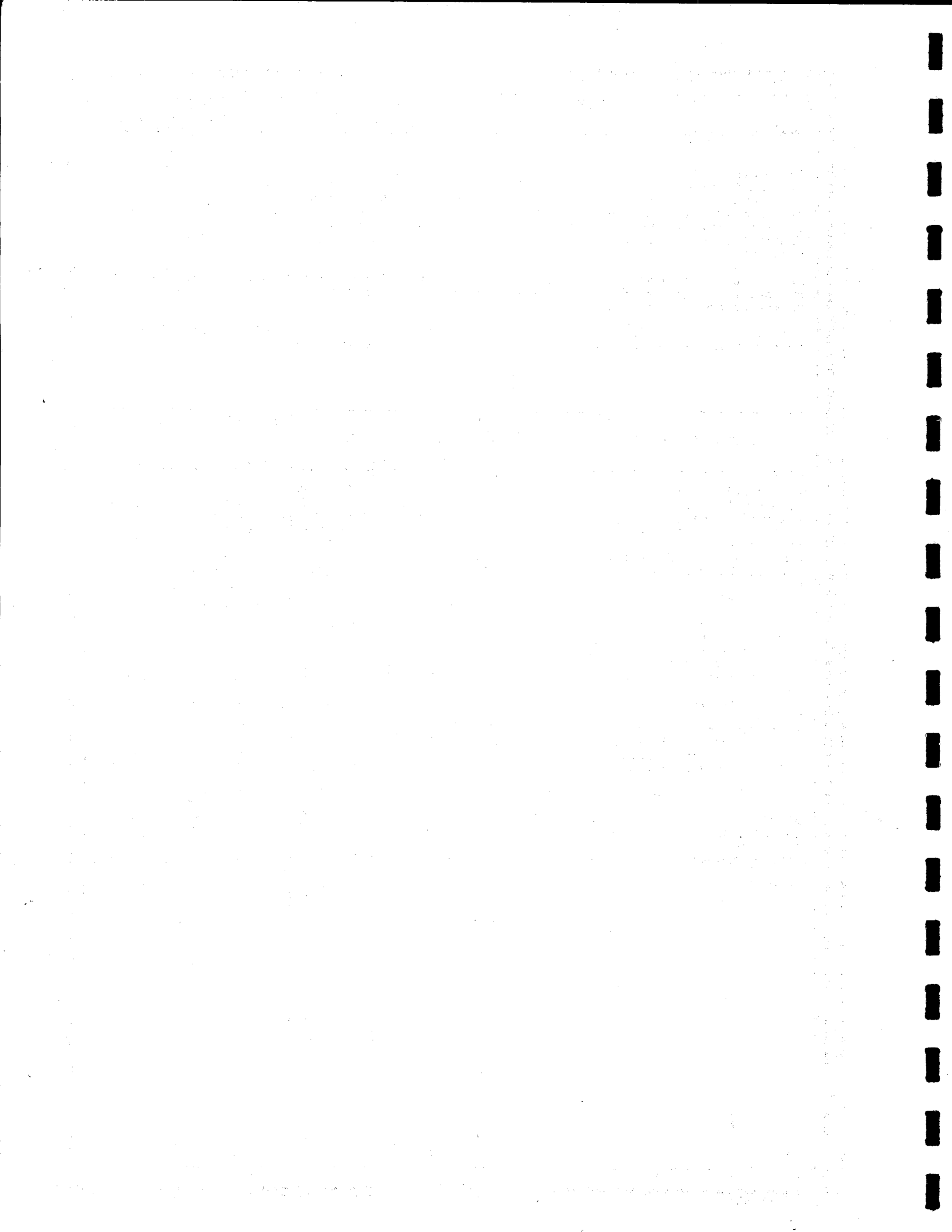
FUND SUMMARY OF REVENUES AND EXPENDITURESREVENUES

Unencumbered Cash Balance January 1	\$ 179,186	\$ 318,393	\$ 190,444
Equipment Rental - Police	698,705	741,120	753,540
Equipment Rental - Health	98,100	103,740	113,940
Equipment Rental - Other	<u>110,627</u>	<u>120,030</u>	<u>111,960</u>
Total Equipment Rental	\$ 907,432	\$ 964,890	\$ 979,440
Car Washing	287	280	300
Turnpike Charges	1,034	1,000	1,200
Sale of Waste Oil	11	10	20
Sale of Property not useful to City	328	300	350
Gas & Oil Sales	22,181	27,500	30,000
Property Damages	10,302	10,000	12,200
Sale of Supplies and Services	3,377	910	930
Adjustment for prior year	<u>8,334</u>	<u>--</u>	<u>--</u>
Total Other Income	\$ 45,854	\$ 40,000	\$ 45,000
Helicopter Depreciation	<u>--</u>	<u>17,105</u>	<u>17,105</u>
Total Revenues	\$ 953,286	\$1,021,995	\$1,041,545
Total Revenues and Cash Balance	1,132,472	1,340,388	1,231,989
Less: Expenditures	<u>(814,079)</u>	<u>(1,149,944)</u>	<u>(1,231,989)</u>
Unencumbered Cash Dec. 31	\$ 318,393	\$ 190,444	\$ --

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	POLICE	OFFICIAL MOTOR POOL	658-72-480-50000 JCJP 500
BUDGET COMMENTS			
<p>Excluding the Helicopter section, the 1978 budget of \$1,171,750 exceeds the revised 1977 budget of \$1,133,944 by \$37,806. Personal Services increased \$17,090 due to merit increases of \$805 and \$16,285 for the salary improvement. The addition of the Motor Pool Administrator position does not increase the total personnel as this position was formerly a commissioned officer in the Police budget whose salary was charged to the Motor Pool budget. Contractual Services reflect a decrease of \$9,315 as it is expected that less work will be sent to outside vendors and some reduction in other accounts. Commodities reflect an increase of \$31,387 primarily due to an anticipated increase in the price of fuel along with some increase in the cost of other commodities. Capital outlay of \$355,587 for 1978 reflects a decrease of \$74,313 primarily due to an estimated decrease in the amount required for vehicle replacement. A utility improvement fund has been established to provide for contingencies. Expenditures incurred in the operation of the Motor Pool are reimbursed by rental charges made to departments for use of these vehicles.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$ 190,103	\$ 222,934	\$ 240,024
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$ 190,103	\$ 222,934	\$ 240,024
CONTRACTUAL SERVICES			
210 Utilities	\$ 5,392	\$ 14,500	\$ 9,500
220 Communications	849	800	1,270
230 Transportation	177	900	1,000
240 Advertising	26	200	150
250 Insurance	1,192	1,330	1,525
260 Dues and Subscriptions	53	100	100
270 Professional Services			
280 Maint. of Bldgs & Improvements	62	500	500
290 Maintenance of Equipment	22,445	21,000	16,000
295 Other Contractual Services	1,508	36,930	36,900
TOTAL CONTRACTUAL SERVICES	\$ 31,704	\$ 76,260	\$ 66,945
COMMODITIES			
310 Office Supplies	1,893	2,000	2,100
320 Clothing and Linen	1,614	2,100	2,100
330 Food, Drugs & Chemicals			
340 Opr. Supplies - Buildings & Improvements	216	100	500
350 Repair Parts - Buildings & Improvements	(2,083)	300	300
360 Operating Supplies - Equipment	347,356	351,563	388,900
370 Repair Parts - Equipment	36,776	35,300	29,000
380 Operating Supplies - Construction	4,331		1,000
390 Minor Apparatus and Tools	1,946	3,150	2,000
395 Other Commodities			
TOTAL COMMODITIES	\$ 392,049	\$ 394,513	\$ 425,900
CAPITAL OUTLAY			
410 Land	\$ 580	\$	\$ 4,960
420 Buildings			
430 Improvements Other Than Bldgs.			
440 Office Equipment		1,000	600
450 Vehicular Equipment	153,792	406,900	344,027
460 Operating Equipment	773	22,000	6,000
470 Other Capital Outlay	9,600		
TOTAL CAPITAL OUTLAY	\$ 164,745	\$ 429,900	\$ 355,587
SUB-TOTAL	\$ 778,601	\$1,123,607	\$1,088,456
ADD: Administrative Charges	\$ 10,337	\$ 10,337	\$ 10,337
50030-450 Equipment Improvement Fund			72,957
Motor Pool Total	\$ 788,938	\$1,133,944	\$1,171,750
50010-370 Helicopter Parts	25,141	16,000	20,000
50020-460 Reserve for Helicopter Equipment Purchase			40,239
GRAND TOTAL	\$ 814,079	\$1,149,944	\$1,231,989

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	POLICE	OFFICIAL MOTOR POOL	658-72-480-50000 JCJP500
WORK PROGRAM			
<p>The Official Motor Pool is responsible for all maintenance, servicing and scheduling of replacements for all City vehicles within its jurisdiction. Included are 164 Police vehicles, 69 Health Department vehicles and 81 vehicles assigned to various other departments and divisions for a total 314 vehicles. This total includes 14 vehicles added to the Police Department for a special traffic enforcement program financed by a federal grant. This fleet of vehicles consists of 274 autos, 7 pickups, 19 vans, 4 jeeps and 10 three-wheel scooters.</p> <p>As a result of being responsible for police vehicles, in addition to a full maintenance and servicing program for all vehicles, it is also necessary that fueling and minor servicing be provided 24 hours per day every day of the year.</p> <p>The Motor Pool provides for full servicing and maintenance of all vehicles including body repairs with a very small amount of repairs having to be sent out.</p>			

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Motor Pool Administrator	0	0	1	1202-1598	\$	\$ 19,178
Chief Mechanic	1	1	1	958-1202	13,606	14,423
Automotive Mechanic	6	6	6	856-1073	72,138	76,901
Automotive Mechanic Helper	7	7	7	724-856	64,482	69,197
Storekeeper II	0	0	1	685-906		8,820
Automotive Service Worker	1	1	0		8,194	
Account Clerk I	0	0	1	613-810		9,368
Clerk II	1	1	0		8,194	
					\$ 166,614	\$ 197,887
ADD: Longevity					\$ 2,685	\$ 3,246
Shift Differential						2,080
Overtime					1,600	1,600
SUB TOTAL	16	16	17		\$ 170,899	\$ 204,813
ADD: Amount Charged from Police Staff & Support Service Division Environmental Health					47,835 4,200	31,011 4,200
TOTAL	16	16	17		\$ 222,934	\$ 240,024
First Quarter						\$ 64,381
Second Quarter						55,076
Third Quarter						64,745
Fourth Quarter						55,822
TOTAL						\$ 240,024



FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	610-40-740-50000 JEGC500

CENTRAL DATA PROCESSING WORKING CAPITAL FUND

	<u>Actual 1976</u>	<u>Budget 1977</u>	<u>Budget 1978</u>
Unencumbered Cash Balance, January 1	\$216,526	\$ 223,033	\$ 148,033
<u>Revenues</u>			
Data Processing Services	\$882,744	\$1,022,652	\$1,059,122
Other	<u>480</u>	<u>500</u>	<u>500</u>
Sub-Total	\$883,224	\$1,023,152	\$1,059,622
Contingent Data Processing Services	<u>0</u>	<u>0</u>	<u>90,809</u>
Total Revenues	\$883,224	\$1,023,152	\$1,150,431
Total Revenues and Cash Balance	\$1,099,750	\$1,246,185	\$1,298,464
<u>Expenditures</u>			
Operations	\$876,717	\$1,098,152	\$1,207,655
Contingent Operations	<u>0</u>	<u>0</u>	<u>90,809</u>
Total Expenditures	\$876,717	\$1,098,152	\$1,298,464
<u>Unencumbered Cash Balance, December 31</u>	\$223,033	\$ 148,033	\$ 0

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	610-40-740-50000 JEGC500
BUDGET COMMENTS			
<p>The 1978 adopted budget represents an increase of \$200,312 over the 1977 amount. Of this total amount, \$90,809 is contingent upon additional revenues being generated in a like amount.</p> <p>Personal Services have increased \$46,231, in part due to the new shift differential pay (\$4,992), and to reclassification of the Computer Programming Supervisor position to Systems Analyst and of one Key punch Operator I position to Key punch Operator II.</p> <p>Contractual Services have increased \$78,872. The predominant area of increase is equipment leasing and rental expense in Account 295 (\$146,887).</p> <p>Commodities have decreased \$3,000 and continues to provide for restocking the supply of special forms used by various user departments.</p> <p>No Capital Outlay is budgeted for 1978.</p>			
ACCOUNT CLASSIFICATION	ACTUAL 1976	BUDGET 1977	BUDGET 1978
PERSONAL SERVICES			
110 Salaries & Wages	\$328,164	\$395,564	\$ 441,795
120 Employee Claims			
TOTAL PERSONAL SERVICES	\$328,164	\$395,564	\$ 441,795
CONTRACTUAL SERVICES			
210 Utilities	\$	\$	\$
220 Communications	6,915	6,500	7,000
230 Transportation	6,334	6,325	6,325
240 Advertising	18	50	50
250 Insurance			
260 Dues and Subscriptions	449	450	835
270 Professional Services			
280 Maint. of Bldgs & Improvements			
290 Maintenance of Equipment	487	700	700
295 Other Contractual Services	471,341	615,963	693,950
TOTAL CONTRACTUAL SERVICES	\$485,544	\$629,988	\$ 708,860
COMMODITIES			
310 Office Supplies	\$ 55,353	\$ 60,000	\$ 57,000
320 Clothing and Linen			
330 Food, Drugs & Chemicals			
340 Opr. Supplies - Buildings & Improvements			
350 Repair Parts - Buildings & Improvements			
360 Operating Supplies - Equipment			
370 Repair Parts - Equipment			
380 Operating Supplies - Construction			
390 Minor Apparatus and Tools			
395 Other Commodities	146		
TOTAL COMMODITIES	\$ 55,499	\$ 60,000	\$ 57,000
CAPITAL OUTLAY			
410 Land	\$	\$	\$
420 Buildings		4,000	
430 Improvements Other Than Bldgs.			
440 Office Equipment	7,720	8,600	
450 Vehicular Equipment			
460 Operating Equipment			
470 Other Capital Outlay			
TOTAL CAPITAL OUTLAY	\$ 7,720	\$ 12,600	\$
SUB-TOTAL	\$876,927	\$1,098,152	\$1,207,655
Contingent Operations Reimbursements	(210)		90,809
GRAND TOTAL	\$876,717	\$1,098,152	\$1,298,464

FUND	DEPARTMENT	DIVISION	ACTIVITY NO.
WORKING CAPITAL	ADMINISTRATION	CENTRAL DATA PROCESSING	610-40-740-50000 JEGC500

WORK PROGRAM

The Data Processing Division maintains and processes data for various City operating and staff departments, so that these departments can more efficiently and effectively deliver services to citizens. This division seeks to eliminate duplication of effort in recording and reporting of data.

The central data processing facility is staffed 24 hours a day, seven days a week. The IBM 370-155-II central processing unit (CPU), associated disc and tape storage units, printers and other peripheral equipment at the central facility are linked to remote cathode ray display tubes (CRTs) and printers located in operating and staff departments, in order to allow operation of on-line, teleprocessing systems. For 1978 an on-line budgetary-accounting system for the Department of Administration is being implemented; the on-line Water Department billing and Police Department's SPIDER systems will continue in operation.

POSITION TITLE	EMPLOYEES			RANGE	BUDGET	BUDGET
	1976	BUDGET 1977	BUDGET 1978		1977	1978
Data Processing Director	1	1	1	1509-2128	\$ 23,552	\$ 25,541
Systems Analyst	4	5	6	1272-1692	85,127	114,931
Computer Programming Supervisor	1	1	0		18,092	
Senior Programmer	5	5	5	1073-1426	72,019	76,843
Computer Operations Supervisor	1	1	1	958-1272	14,402	15,266
Programmer	2	4	4	906-1202	46,846	53,557
Computer Programmer Operator	3	3	3	765-1014	29,514	33,247
Computer Machine Operator II	3	3	3	724-958	30,309	33,011
Computer Machine Operator I	2	2	2	685-906	17,867	20,011
Secretary	1	1	1	648-906	9,327	10,458
Keypunch Operator II	1	1	2	580-765	8,665	18,370
Keypunch Operator I	5	5	4	549-724	37,295	32,437
Sub-Total	29	32	32		\$393,015	\$433,672
Add: Longevity					2,549	3,131
Shift Differential						4,992
Total					\$395,564	\$441,795
Full-Time Equivalent	29	32	32			
First Quarter						\$117,706
Second Quarter						101,496
Third Quarter						119,346
Fourth Quarter						103,247
TOTAL						\$441,795

